

**SAUSALITO PLANNING COMMISSION**  
**Wednesday, July 21, 2021**  
**Approved Action Minutes**

**1. CALL TO ORDER**

**Chair Feller called the meeting to order at 6:30 p.m.**

Planning Commission:

Present: Chair Kristina Feller, Vice Chair Richard Graef,  
Commissioner Andrew Junius, Commissioner Jeffery Luxenberg,  
Commissioner Nastassya Saad

Absent: None.

Staff: Lilly Whalen, Community Development Director  
Jeffrey Graham, Interim Associate Planner  
Alaina Lipp, Assistant Planner  
Shawna Brekke-Read, Contract Planner  
Brad Evanson, Contract Planner  
Mary Wagner, City Attorney

**A. Public Participation Guide for Zoom Meetings**

**Community Development Director Whalen stated that the meeting was being held pursuant to Section 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020; all members had joined the meeting telephonically through Zoom; and the meeting was being broadcast live on the City of Sausalito website.**

**2. APPROVAL OF AGENDA**

**Commissioner Junius moved and Vice Chair Graef seconded a motion to approve the Planning Commission agenda as presented. The motion passed 5-0.**

**3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None.

**4. APPROVAL OF PLANNING COMMISSION MINUTES**

**A. Draft Minutes – March 17, 2021  
April 21, 2021  
May 5, 2021**

**Commissioner Saad moved and Commissioner Luxenberg seconded a motion to approve the draft minutes as presented. The motion passed 4-0 with Commissioner Junius abstaining.**

**5. PUBLIC HEARING ITEMS: 5A, 5B, 5C (SEE ITEM 7A FOR ADDITIONAL PUBLIC HEARING ITEM)<sup>1</sup>**

**Declarations regarding Planning Commission Public Contacts**

None.

**A. 654 SAUSALITO BLVD. / DESIGN REVIEW PERMIT, TREE REMOVAL PERMIT, ENCROACHMENT AGREEMENT / PROJECT ID: 2019-00184 / APN: 065-163-26 (BRAD EVANSON, CONTRACT PLANNER)**

**SUMMARY: A request for a Design Review Permit to demolish an existing single-family residence and construct a 3,731 gross square foot single-family residence at 654 Sausalito Blvd.; a Tree Removal Permit to remove four mature trees (two protected); and an Encroachment Agreement to construct upgrades to an existing driveway, entry stairway, and site improvements partially within the right-of-way.**

**OPTIONS FOR ACTION:**

- **Approve the project and adopt the Resolution of Project Approval (see Attachment 1 for draft).**
- **Deny the project and adopt the Resolution for Project Denial (see Attachment 2 for draft).**
- **Continue the public hearing for additional information and/or project revisions.**

The public hearing was opened.

Contract Planner Evanson provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, architect Mason Wodham of Mason Wodham Architects, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

**Public Comments:**

James McNair, arborist  
David Sellison (phonetic)  
Sean Callaway  
Chris White

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<sup>1</sup> All Adopted Resolutions of the Planning Commission can be found on the City's website:  
<https://www.sausalito.gov/city-government/boards-and-commissions/planning-commission/document-archives/-folder-3195>

Applicant rebuttal comments followed.

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

**Commissioner Junius moved and Commissioner Luxenberg seconded a motion to approve a Design Review Permit, a Tree Removal Permit, and an Encroachment Agreement for 654 Sausalito Blvd:**

**Chair Feller requested the motion be amended to include the following:**

- **Amend Condition of Approval 16 to include that prior to application for building permit the applicant shall submit a deposit equal to the amount required for a third-party arborist to provide reviews of the two arborist reports submitted for this project and provide a final set of tree protection plan measures for the project. The City shall contract the third-party arborist and the applicant shall be responsible for paying full cost of the third-party review. The final tree protection plan shall be incorporated as part of the building permit plans prior to issuance of a building permit. Also included shall be that if pool equipment is developed or installed in such a way as to require excavation that tree protection measures identified in Condition of Approval shall apply here as well.**
- **New Condition of Approval 17<sup>2</sup> that prior to application for building permit the applicant shall provide a noise study that shows the noise readings at the property between the subject and the neighboring properties at the closest point to the pool and the pool equipment to establish a baseline, with an additional noise study to be conducted after construction and installation of the pool and landscaping improvements of full steady state operation to establish whether additional noise control measures need to be installed to minimize any impacts.**
- **New Condition of Approval 18<sup>3</sup> with respect to landscaping along the property line between 654 and 678 Sausalito Blvd. that final configuration of new plantings shall be determined to ensure privacy of the 678 Sausalito Blvd. master bedroom windows and patio.**

**Commissioner Luxenberg requested the motion be amended to include:**

- **The Condition of Approval 15(B) reference to Condition of Approval 14(A) shall be changed to refer to Condition of Approval 15(A).**

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

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<sup>2</sup> Final condition of approval is 21

<sup>3</sup> Final condition of approval is 15C

The public testimony period was closed.

Planning Commission comments followed.  
Planning Commission questions to staff followed.

**The Maker of the Motion accepted the amendments to the motion.**

**The Seconder of the Motion accepted the amendments to the motion.**

**The motion passed 4-1 with Chair Feller dissenting.<sup>4</sup>**

The public hearing was closed.

**B. 11 MARION AVENUE / APPEAL OF COMMUNITY DEVELOPMENT  
DEPARTMENT DECISION APPROVING AMNESTY ACCESSORY  
DWELLING UNIT PERMIT 2021-00080 / PROJECT ID: 2021-00182 / APN:  
065-311-22**

The public hearing was opened.

Assistant Planner Lipp provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The appellant, Jim Nelson of 15 Marion Avenue, provided a presentation.

The applicant, Michael Rex of Michael Rex Architecture, and owner of 11 Marion Avenue, Inga Aksamit, provided a presentation.

Planning Commission questions to the owner followed.

Planning Commission questions to staff followed.

**Public Comments:**

Jim Messemer  
Rich Keefer

Planning Commission questions to staff followed.

Appellant rebuttal comments followed.

Applicant made no rebuttal comments.

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<sup>4</sup> Resolution No. [2021-19](#)

The public testimony period was closed.

Planning Commission comments followed.

**Chair Feller moved and Vice Chair Graef seconded a motion to deny an appeal of the Community Development Department Decision approving amnesty Accessory Dwelling Unit for 11 Marion Avenue. The motion passed 5-0.<sup>5</sup>**

The public hearing was closed.

**C. 167-169 FILBERT AVENUE / DESIGN REVIEW PERMIT,  
ENCROACHMENT AGREEMENT AND TENTATIVE MINOR SUBDIVISION  
MAP / PROJECT ID: 2020-00174 / APNs: 064-142-32, 064-142-33  
(JEFFREY GRAHAM, INTERIM ASSISTANT PLANNER)**

**SUMMARY: A request for a Design Review Permit, Encroachment Agreement, and Tentative Minor Subdivision Map to allow for the re-subdivision of existing detached two-unit condominium and approval of encroachment for a portion of the existing retaining wall, deck, fence, landscaping, staircase, and driveway attached to the property as shown on the proposed Tentative Map.**

**STAFF RECOMMENDATION: Adopt a Resolution Approving the Design Review Permit, Encroachment Agreement, and Tentative Minor Subdivision Map for the re-subdivision of existing detached two-unit condominium subdivision and approval of encroachment for a portion of the existing retaining wall, deck, fence, landscaping, staircase, and driveway attached to the property at 167-169 Filbert Avenue.**

The public hearing was opened.

Interim Associate Planner Graham provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, Naomi Winless, provided a presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

**Public Comments:**

None.

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<sup>5</sup> Resolution No. [2021-20](#)

The public testimony period was closed.

Planning Commission comments followed.

**Commissioner Saad moved and Vice Chair Graef seconded a motion to approve a Design Review Permit, Encroachment Agreement, and Tentative Minor Subdivision Map for 167-169 Filbert Avenue. The motion passed 5-0.<sup>6</sup>**

The public hearing was closed.

## **6. STUDY SESSION**

### **A. 177 CAZNEAU AVENUE / WORKSHOP/STUDY SESSION FOR DESIGN REVIEW PERMIT, ACCESSORY DWELLING UNIT, ENCROACHMENT AGREEMENT, AND TREE REMOVAL PERMIT / PROJECT ID: 2017-149 / APN: 064-204-35 (SHAWNA BREKKE-READ, CONTRACT PLANNER)**

**SUMMARY:** Applicants Firas Husein and Rawan Zalatimo are requesting approval of a Design Review Permit, Accessory Dwelling Unit, Encroachment Agreement, and Tree Removal Permit to construct a five-level, 2,671-square foot single-family residence with a 267-square foot interior accessory dwelling unit and 441-square foot detached garage on a 6,000-square foot upslope lot.

**STAFF RECOMMENDATION:** Conduct a workshop/study session and provide comments. No decisions or actions on the requested entitlements will be taken at the July 21, 2021 meeting.

**Commissioner Saad announced that she would recuse herself from participating in the study session (Item 6.A.) and public hearing (Item 7.A) for 177 Cazneau Avenue due to the proximity of her residence to the subject site.**

The public hearing was opened.

Contract Planner Brekke-Read provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, architect Millard Arterberry of McCoy Architecture, Inc., provided a PowerPoint presentation.

Planning Commission questions and comments to the applicant followed.

Planning Commission questions to staff followed.

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<sup>6</sup> Resolution No. [2021-21](#)

**Public Comments:**

None.

The public testimony period was closed.

Planning Commission comments followed.

The public hearing was closed.

**7. PUBLIC HEARING ITEMS (CONTINUED) (SEE ITEMS 5A-C FOR ADDITIONAL PUBLIC HEARING ITEMS)**

**A. 177 CAZNEAU AVENUE / INITIAL STUDY/MITIGATED NEGATIVE DECLARATION PUBLIC HEARING FOR DESIGN REVIEW PERMIT, ACCESSORY DWELLING UNIT, ENCROACHMENT AGREEMENT, AND TREE REMOVAL PERMIT / PROJECT ID: 2017-149 / APN: 064-204-35 (SHAWNA BREKKE-READ, CONTRACT PLANNER)**

**SUMMARY:** Applicants Firas Husein and Rawan Zalatimo are requesting approval of a Design Review Permit, Accessory Dwelling Unit, Encroachment Agreement, and Tree Removal Permit to construct a five-level 2,671-square foot, single-family residence with a 267-square foot interior accessory dwelling unit and 441-square foot detached garage on a 6,000-square foot upslope lot. The proposed uses would be consistent with the Single Family Dwelling zoning district. The proposed project requires a Design Review Permit, including heightened design review findings, Accessory Dwelling Unit approval, a Tree Removal Permit, and an Encroachment Agreement for retaining walls in the public right-of-way. The project site is a vegetated vacant lot.

**An Initial Study/Mitigated Negative Declaration (IS/MND) was prepared to comply with the requirements of the California Environmental Quality Act. The IS/MND is available for public review and comment; public comment period will end August 19, 2021.**

The public hearing was opened.

Contract Planner Brekke-Read provided a PowerPoint presentation.

Planning Commission questions to staff followed.

Planning Commission comments followed.

The public testimony period was opened.

**Public Comments:**

None.

**Public Comments:**

None.

The public testimony period was closed.

The public hearing was closed.


**Commissioner Saad returned to the meeting.**

**8. COMMUNICATIONS**

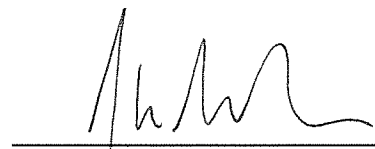
- Staff: Community Development Director Whalen:
  - Reiterated that the deadline for public comments on the IS/MND for 177 Cazneau Avenue is August 19<sup>th</sup>.
  - Upcoming Planning Commission agenda items in September are several tentative project the Planning Commission has seen earlier in the year that were sent back for revisions or modifications, including 719-725 Bridgeway, 70-74 Libertyship Way, 310 Harbor Drive, Clipper Yacht Club, 177 Cazneau Avenue, 210 Bonita Street, and 429 Locust Street.
  - The Planning and Building Department has welcomed City Clerk/Assistant to the City Manager Heidi Scoble who will work with Community Development for the next three to six months.
  - The City Council denied the 99 Wolfback Ridge project appeal at a July 13<sup>th</sup> special meeting.
  - The City Council appointed the Housing Element Advisory Subcommittee at a special July 19<sup>th</sup> meeting.
- Commission: (Video not available.)

**9. ADJOURNMENT**

The meeting was adjourned at 12:11 a.m.

 for

Submitted by  
Lilly Whalen  
Community Development Director



Approved by  
Kristina Feller  
Chair